

Saint Thomas Aquinas Catholic Church & Student Center
Finance & Administration Commission
March 27, 2006 Meeting Minutes

In Attendance: Carl Bern, Ina Couture, Father Ev Hemann, Bobby LeBlanc, Diane Lyon, Peter Orazem, Sara Oftelie, Amy Radloff, Peter Orazem, Lisa Stephany, Megan Weiler

Prayer: Peter read from Isaiah

Minutes: Were approved

Development – Lisa

Funds/endowments report: Down on Supple Endowment - probably because of the grant which may not have shown up. Archdiocese Building & Loan went down significantly because we paid a big chunk of it.

Lower Lounge: We have about \$220,000 from 193 donors, which is an 18% response rate. We have contacted 1,102 parishoners with mailings and visits. About 197 people give to the parish on a regular basis. Lisa has done some phone calling and follow-up e-mails. We are currently at 75% of the total goal (\$300,000). Bobby will get a new projection of the actual cost from Story Construction March 28.

Fundraising and Development: Dinner for graduating students and Phone-a-thon are coming up.

Personnel – Sara

Open positions: There are four:

Bookkeeper: 30 hours per week, current person is leaving April 7

Youth Ministry: We currently have two leads: the husband of an incoming PhD student has 3 years experience as youth minister and is potentially interested in a combined development and youth ministry position. There is also a possible MA candidate interested in the youth minister position. Searching for youth minister to start in fall – for now there is no active searching, just interested parties who have contacted Fr. Ev. *Development:* Open now. Lisa is going back to development on a volunteer basis. The development position could be half or full time based on structure- Currently Misty does data entry.

Liturgy/music: Open in July. Marty is leaving then.

Hopefully the advertisements for pastoral staff will go out Monday for diocesan newspapers, Ames Tribune, Des Moines Register and National Catholic Reporter, and Catholic Campus Ministry Assn (CCMA). Development will be advertised as half or full time. The Personnel and Budget Committees have agreed to meet to

evaluate the various parish positions and determine which, if any, can be combined to make better use of current staff and funds; as well as to evaluate the open positions to determine staffing requirements.

Budget—Ina

Review of Financials:

Expenses exceeded income in Feb by \$20,000. Envelopes are down from last year, \$6000 total for the year. We seem to be doing alright as expenses are also lower. The offertory is doing well

this year. We had a 32,000 surplus last month and only 11,000 this month. It looks like February is always bad – waiting for the rest of the salary grant. YTD we are ahead of the last 3 years. Ina says no, we do not need to defer payment against the debt.

Budget:

We had to find money to cover the \$49,000 in higher expenses, for the partner parish, and for AMOS. The \$3000 of the AMOS expense was placed under general expenses, the anniversary promotion is included, and anything in red is new. The Phone-a-thon projection was lowered (which was one reason we needed \$49,000). Half of AMOS was placed under charity, justice, peace.

Additions to the budget:

A 2% salary increase, \$1000 for the partner parish, \$3000 for AMOS in administration, \$3000 for AMOS in the outreach tithe, and 1500 outreach expense.

Found money by cutting debt service: reasons:

1. Some type of fundraiser to clear debt is proposed
2. Interest is only \$900 a month
3. Still lowering the principal on the debt a little each month
4. We are down below 300000 right now

We had projected a large increase in insurance expense. Because it did not occur, that covered AMOS as well.

If we have more money, we can pay more on the debt than in the budget.

Realization: We've used debt payment as buffer for last three years. Worst case scenario, we won't have that buffer.

Buffers: Operating Reserve is 67,298, Capital Improvements has 20,059.

We need to think right from the beginning of the next fiscal year about what are we going to do to increase our income or whether we need to do something to reduce current expense in the future.

About 200 envelopes (& EFT) each week, average of \$60 per envelope.

This year March 197 totaling 1150

Last year March 166 totaling 1200

Parishoners may think we have a lot of money because the Summary of Parish Finances sheet from the parish meeting listed a summary of \$2,000,000 and may not have clearly indicated that funds were restricted.

Can we raise our weekly giving – do we need to worry about the personnel side?

This budget will be proposed to the parish council next week. The debt reduction and new items should be added to the summary page to be distributed at the parish council meeting.

Bobby – CBA report

Lower lounge: Put in first set of lights today. Story Construction will give a new breakdown to Bobby tomorrow – will be in the bulletin next week. Cabinets are in the kitchen.

Prayer Garden Expansion Joints: There are 4 cracks in Prayer Garden Hallway because of expansion of wall, We had approved \$800 for expansion joints in the hallway a couple of years ago, but never spent it. Mike Welter talked to the person installing the door. Four expansion joints plus paint and an expansion joint for the wall will cost \$1800 if done at same time as installing the door. We had already agreed to spend \$800 on lower windows and money on fans, and \$200 on the font as well. FAC says go ahead on this. It will be paid for out of Capital Improvements.

Cardinal House:

We are trying to deal with the tree stump and the concrete and drainage problem in the basement on the south side of the house. A bat guy is coming in June to see what he can do. We are experimenting with installing a wireless network in the house, which is difficult. Rent will be increased by \$10 per month next year.

Envelopes: need to be ordered for 2007. Special Offering envelopes are included at the beginning of each month in the envelope boxes. After discussion, decided that all labels will stay the same except the last changed to "Building Fund." Fuel and Heat special contribution – received \$2400 this year. Leaving for 2007.

Stewardship:

Wayne is leaving as Stewardship Chair.
Bobby handed out cards for the Luau.

Building & Grounds:

Spring Cleanup is May 6, Graduation Day

Carl – New Mexico:

Carl visited the New Mexico Property and brought a map to show us where our property is. He also brought back dirt and pictures from the land St. Thomas owns. A badger and some cacti have made their homes there. The nearest development is about 5 miles away.

Peter – Capital Budgeting

Do we need a line in the budget for depreciation of plant and equipment? When Dick Brown and Peter tried to come up with a summation of the value of all of the equipment in the building, they thought we might need a line item to account for replacement of 10% every year. Buffers in the budget have been useful in the past, and Peter and Dick think this would be a good idea a year from now.

Report from Spring Break social action trips

Biloxi, MS - report at Parish Meeting

The Kiosk has photos from all spring break trips – there should also be a report from the other trips in the bulletin.